KRONOS TIMEKEEPING SYSTEM

Introduction to Kronos

Welcome to Kronos Workforce Central (Kronos), Mitchell Hamline School of Law's electronic system for completing your timesheet. Kronos operates most efficiently with the Chrome browser. Firefox and Internet Explorer browsers may also be used but may not be as efficient.

Accessing Kronos

You can access the Kronos system one of two ways.
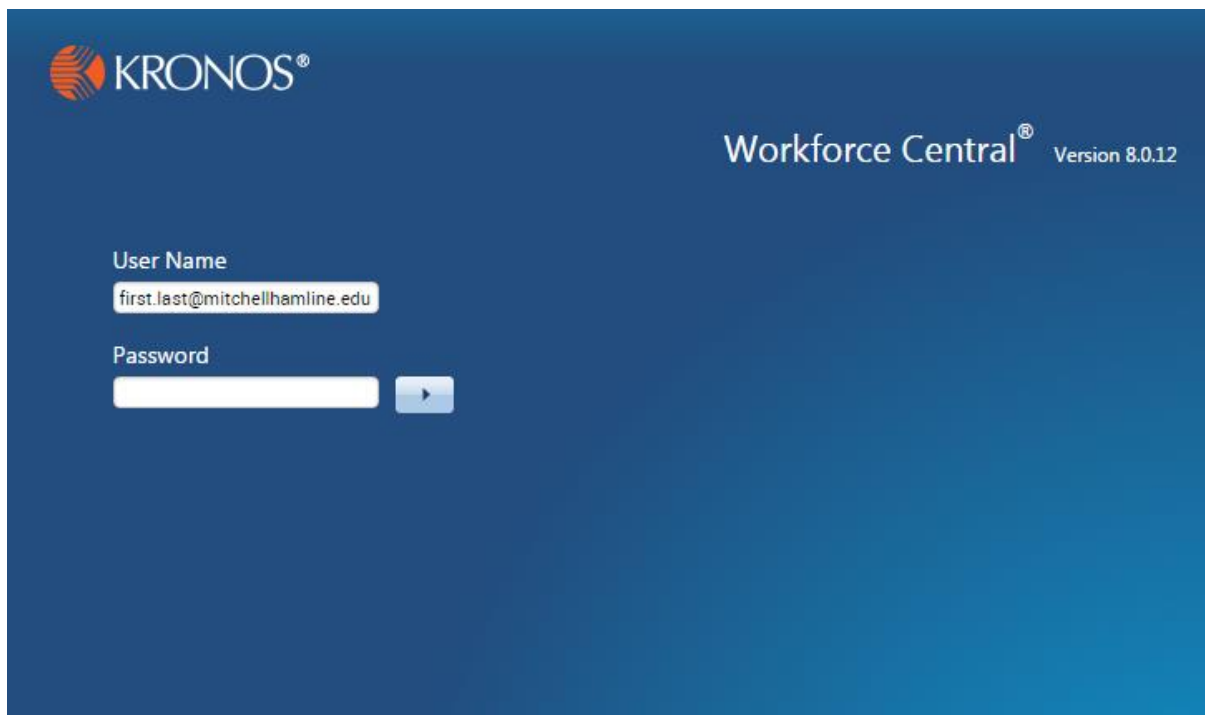
> ***Link from www.mitchellhamline.edu:***
> *Kronos Time* on the Faculty and Staff Web and in the Student Payroll section on the Current Students web page
>
> ***Direct web access***: *http://mitchellhamline.edu/kronos*

 NOTE: It is strongly encouraged that you save this link as a favorites.

Logging into Kronos

Your user id is formatted as first.last@mitchellhamline.edu and your password is controlled by your network password.

1. Enter your **user name** and **password** in their designated fields.
2. Click the right-facing arrow or press the **Enter** key on the keyboard.

General information for non-exempt (hourly) employees:

State and federal laws require the school to keep accurate records of time worked by all non-exempt employees. The approved time sheet is used to compute earnings on the basis of hours worked.

Non-exempt employees are required to accurately record the time they begin and end their work on a daily basis as well as in and out times for meal breaks and any departure from work for non-business reasons should be recorded. The timesheet is required to be approved by the employee and the employee's manager each pay period. Timesheets are considered legal documents and falsification may be subject to corrective action up to and including termination of employment.

Please ensure that published deadlines are met. The deadlines are necessary for administrative processing time. The deadlines for submission of time sheets are indicated on the payroll schedule. Employees should contact payroll@mitchellhamline.edu, their manager or human resources with any questions on how to report time worked.

Work and Meal Breaks
Employees are granted time for work breaks (paid) and meals (unpaid) according to the number of hours worked and department practices.

Employees that work six (6) or more hours will receive a minimum 30-minute, unpaid meal break. A work break will normally be granted for every four hours worked. Work breaks include time spent on personal calls, visiting with co-workers, trips to the restroom, etc. Skipping meals and/or breaks to shorten the workday is not an accepted work practice on a regular basis and requires manager approval. Breaks not taken may not be accumulated and work breaks may not be taken in connection with meal breaks.

Overtime

Demands may sometimes require employees to work extra hours, beyond those for which they are usually scheduled.

Federal and state laws determine employee eligibility for overtime pay. If a non-exempt employee anticipates a need to work extra hours, he or she is required to seek the manager's approval in advance of working. Overtime is paid at a rate of time of one and one-half (1½) the hourly rates for actual hours worked over 40 in a calendar week, which begins on Sunday and ends on Saturday.

Who to contact for assistance

If you encounter any problems completing your timesheet or if you have additional questions not answered by this guide, please contact payroll@mitchellhamline.edu or 651-290-6470.

Student Employees

Entering time In and Out

Once logged in, you will be brought to your time sheet for the current pay period (default)

		Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out
+	×	Sun 3/12								

1. Click an empty **In** cell

		Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out
+	×	Sun 3/12								

2. Enter the time you began working (8A, 8:00A, 1P or 100P), and then press **Tab**
3. Click **Save**

4. Click an **Out** cell for a day that has a populated **In** cell

		Date	Pay Code	Amount	In	Transfer	Out
+	×	Sun 3/12			8:00AM		

5. Enter the time you ended working, and then press **Tab**
6. Click **Save**

Correcting a time In or Out Entry

For each day, there should be a pair of **In** and **Out** entries. When one of these entries is missing within a timecard, the cell that is missing the punch is indicated by turning red.

1. Locate the missing punch as indicated below

Date	Schedule	Pay Code	Amount	In	Out	Transfer
Mon 2/10	3:00PM-11:30PM			3:00PM	11:30PM	
Tue 2/11	3:00PM-11:30PM			3:00PM	11:30PM	
Wed 2/12	3:00PM-11:30PM			3:00PM		
Thu 2/13	3:00PM-11:30PM			3:00PM		
Fri 2/14	3:00PM-11:30PM					
Sat 2/15						
Sun 2/16						

2. Click inside the cell
3. Enter the missing time detail and then press **Tab**
4. Click **Save**

Performing job transfers

By default, your worked hours are tracked to your assigned primary job. However, if you have more than one job (on or off campus) you will need to complete a job transfer to ensure that your hours are tracked properly. For questions regarding your primary or secondary position(s) please contact payroll@mitchellhamline.edu or hr@mitchellhamline.edu.

1. Select a day in the timecard for which you will be transferring hours

2. In the **In** cell, enter the time you started working and then press **Tab**
3. Click the **Transfer** cell; from the drop-down list, select **Search**
4. Select the applicable **division, department, job and project code** to transfer hours to (please contact payroll@mitchellhamline.edu or hr@mitchellhamline.d
5. Click **Apply**
6. In the **Out** cell, enter the time you ended working and then press **Tab**
7. Click **Save**
8. Click **Refresh** to see daily totals

Note: During the same day, your time will be allocated to the last job transfer. Therefore, if you move between positions during the day, it is important to inform the system of the change by selecting the Transfer button. At the beginning of each day, the system will automatically allocate your hours to your primary job.
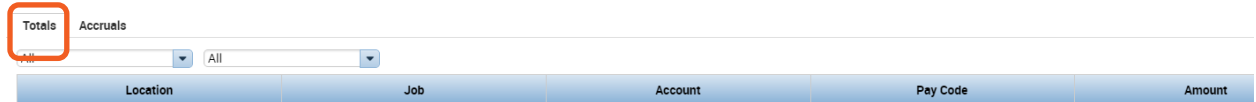
Viewing Total Hours

Your total hours and the hours allocated by job will appear at the bottom of your timesheet.

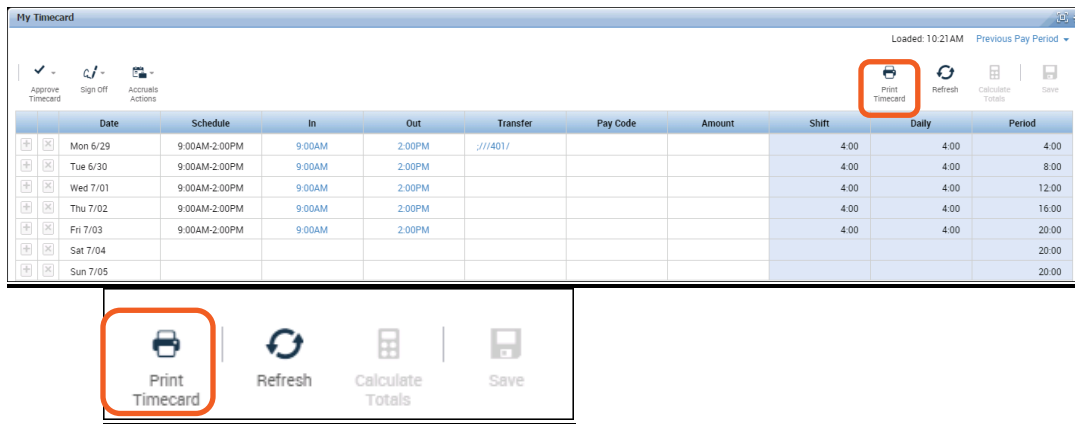1. Click the down arrow at the bottom of your timecard

2. Click on Totals

Location	Job	Account	Pay Code	Amount

Printing Your Timesheet

Your timesheet will electronically be maintained in Payroll in accordance will applicable state and federal guidelines. You are not required to print a copy of your timesheet each pay period.
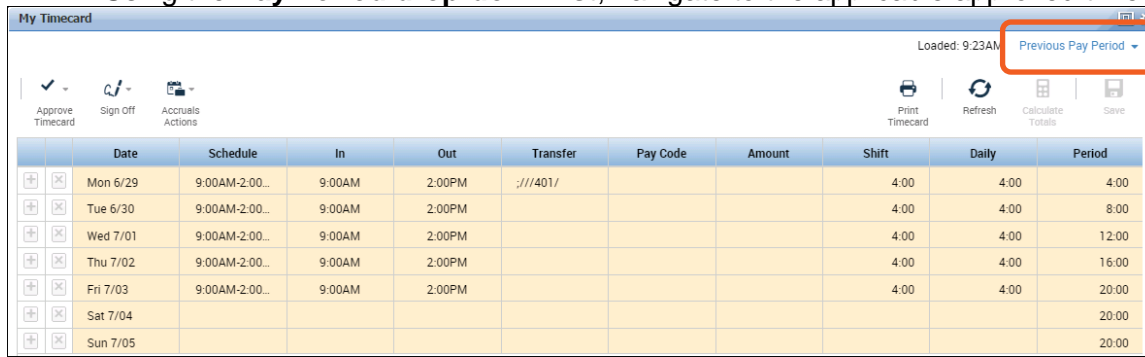
My Timecard

Loaded: 10:21AM   Previous Pay Period ▾

Approve Timecard | Sign Off | Accruals Actions | Print Timecard | Refresh | Calculate Totals | Save

		Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
+	×	Mon 6/29	9:00AM-2:00PM	9:00AM	2:00PM	;///401/			4:00	4:00	4:00
+	×	Tue 6/30	9:00AM-2:00PM	9:00AM	2:00PM				4:00	4:00	8:00
+	×	Wed 7/01	9:00AM-2:00PM	9:00AM	2:00PM				4:00	4:00	12:00
+	×	Thu 7/02	9:00AM-2:00PM	9:00AM	2:00PM				4:00	4:00	16:00
+	×	Fri 7/03	9:00AM-2:00PM	9:00AM	2:00PM				4:00	4:00	20:00
+	×	Sat 7/04									20:00
+	×	Sun 7/05									20:00

Print Timecard | Refresh | Calculate Totals | Save

Approving Your Timesheet

Timesheet approvals are performed from the timecard screen.

1. Using the **Pay Period drop-down list**, navigate to the applicable approved time frame.
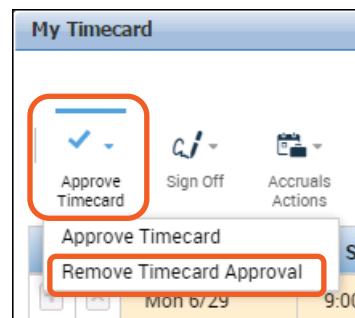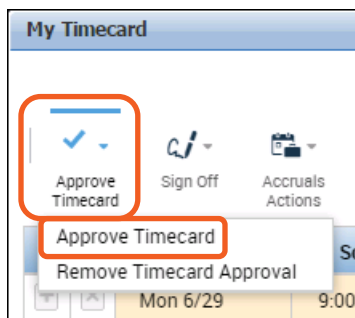
My Timecard

Loaded: 9:23AM   Previous Pay Period ▾

Approve Timecard | Sign Off | Accruals Actions | Print Timecard | Refresh | Calculate Totals | Save

		Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
+	×	Mon 6/29	9:00AM-2:00...	9:00AM	2:00PM	;///401/			4:00	4:00	4:00
+	×	Tue 6/30	9:00AM-2:00...	9:00AM	2:00PM				4:00	4:00	8:00
+	×	Wed 7/01	9:00AM-2:00...	9:00AM	2:00PM				4:00	4:00	12:00
+	×	Thu 7/02	9:00AM-2:00...	9:00AM	2:00PM				4:00	4:00	16:00
+	×	Fri 7/03	9:00AM-2:00...	9:00AM	2:00PM				4:00	4:00	20:00
+	×	Sat 7/04									20:00
+	×	Sun 7/05									20:00

2. Click the **Approve Timecard** button
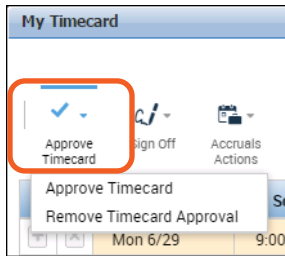
3. Select the **Approve Timecard from the drop-down** and verify that your timecard is approved by reviewing the **Timecard is Approved** notification. The background of the timecard will now be colored yellow. Once approved, no further edits are allowed until you remove your approval

Select **the Remove Timecard Approval**. The **Timecard Approval Removed By** notification will appear and the timecard will no longer have a yellow colored background. NOTE: If the timecard is green you will not be able to remove your timecard approval. You will need to contact your manager as they have already approved your timesheet.

Make the necessary adjustments to the timecard, **Save** and **approve** the timecard.

Signing Out

Signing out of the Kronos system will close your session, signals to the application that you no longer require access to any of its components, and prevents other people from accessing your information,

Click **Sign Out**. You will be brought to the Kronos Log on page.

It is recommended that you always end your work session by clicking the Sign Out link. Clicking Close (x) without first logging off might leave your connection to the application open, allowing unauthorized people to view and edit information.

Non-Exempt (Hourly) Employees

Entering time In and Out

Once logged in, you will be brought to your time sheet for the current pay period (default).
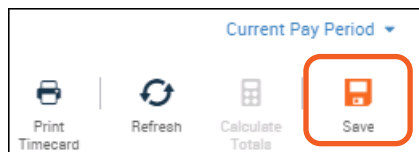
	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out
+ ×	Sun 3/12								

1. Click an empty **In** cell
2. Enter the time you began working (8A, 8:00A, 1P or 100P), and then press **Tab**
3. Click **Save**

4. Click an **Out** cell for a day that has a populated In cell

	Date	Pay Code	Amount	In	Transfer	Out
+ ×	Sun 3/12			8:00AM		

5. Enter the time you ended work, and then press **Tab**
6. Click **Save**

Entering Pay Codes

The time durations you enter into your timecard are automatically allocated to the *Regular* default pay code. If you need to add hours to your timecard that require a different pay code, for example, vacation or sick time, you can manually add the applicable pay code and the associated duration of time. NOTE: PTO may be used in increments of 15 minutes or more.

		Date	Pay Code	Amount
+	×	Sun 3/12	Please Choose: ▾	
+	×	Mon 3/13		
+	×	Tue 3/14		
+	×	Wed 3/15		

1. Click the ⊞ to add an additional line below the date if necessary.

2. Click in the **Pay Code** column.
3. From the **Pay Code** drop-down list, select the applicable pay code description and tab to the Amount column, enter the total number of hours then click **Tab**
4. Click **Save**

Correcting a time In or Out Entry

For each day, there should be a pair of In and Out entries. When one of these entries is missing within a timecard, the cell that is missing the punch is indicated by turning red.

1. Locate the missing punch as indicated below

Date	Schedule	Pay Code	Amount	In	Out	Transfer
Mon 2/10	3:00PM-11:30PM			3:00PM	11:30PM	
Tue 2/11	3:00PM-11:30PM			3:00PM	11:30PM	
Wed 2/12	3:00PM-11:30PM			3:00PM	🟥	
Thu 2/13	3:00PM-11:30PM			3:00PM		
Fri 2/14	3:00PM-11:30PM					
Sat 2/15						
Sun 2/16						

2. Click inside the cell
3. Enter the missing time detail and then press **Tab**
4. Click **Save**

Viewing Total Hours and Accruals

Your total hours, hours allocated by job and accruals such as PTO will appear at the bottom of your timesheet.

1. Click the down arrow at the bottom of your timecard

2. Click on Totals or Accruals

Totals	Accruals			
All ▼	All ▼			
Location	Job	Account	Pay Code	Amount

Printing Your Timesheet

Your timesheet will electronically be maintained in Payroll in accordance will applicable state and federal guidelines. You are not required to print a copy of your timesheet each pay period.

Print Timecard | Refresh | Calculate Totals | Save
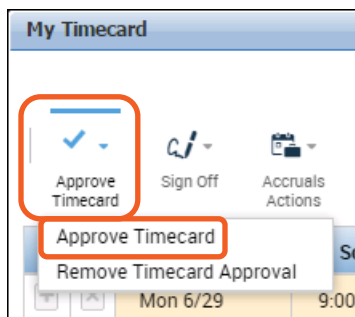
Approving Your Timesheet

Timesheet approvals are performed from the timecard screen.

1. Using the **Pay Period drop-down list**, navigate to the applicable approved time frame.

2. Click the **Approve Timecard** button
3. Select the **Approve Timecard from the drop-down** and verify that you timecard is approved by reviewing the **Timecard is Approved** notification. The background of the timecard will now be colored yellow.

Select **the Remove Timecard Approval**. The **Timecard Approval Removed By** notification will appear and the timecard will no longer have a yellow colored background. NOTE: If the timecard is green you will not be able to remove your timecard approval. You will need to contact your manager as they have already approved your timesheet.

Make the necessary adjustments to the timecard, **Save** and **approve** the timecard.

Signing Out

Signing out of the Kronos system will close your session, signals to the application that you no longer require access to any of its components, and prevents other people from accessing your information,

Click **Sign Out**. You will be brought to the Kronos Log on page.

It is recommended that you always end your work session by clicking the Sign Out link. Clicking Close (x) without first logging off might leave your connection to the application open, allowing unauthorized people to view and edit information.

Exempt (Salaried) Employees

The timesheet is required to be approved by the employee and the employee's manager each pay period. Timesheets are considered legal documents and falsification may be subject to corrective action up to and including termination of employment.

Please ensure that published deadlines are met. The deadlines are necessary for administrative processing time. The deadlines for submission of time sheets are indicated on the payroll schedule. Employees should contact payroll@mitchellhamline.edu, their manager or human resources with any questions on how to report time worked.

Entering Time In and Out
Once logged in, you will be brought to your time sheet for the current pay period (default). The time durations you enter into your timecard are automatically allocated to the *Regular* default pay code and will be pre-populated each pay period.

If there are no exceptions for the pay period **Save** and proceed to **approving** your timesheet
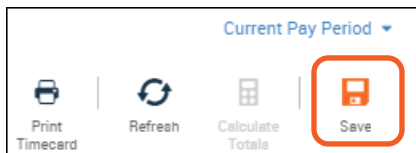
Entering Pay Codes
If you need to adjust hours that require a different pay code, for example, vacation or sick time, you can manually adjust the applicable pay code and the associated duration of time. NOTE: Exempt employees need to use PTO in increments of four hours (prorated based on FTE). PTO hours can be used up to the employee's actual scheduled hours

1. Delete the hours for the selected day
2. In the **Pay Code** column, click Enter Pay Code.
3. From the **Pay Code** drop-down list, select the applicable pay code, tab to selected date, enter total hours and click **Enter**
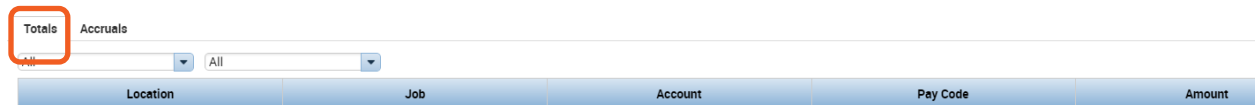4. Click **Save**

Viewing Total Hours and Accruals

Your total hours, hours allocated by job and accruals such as PTO will appear at the bottom of your timesheet.
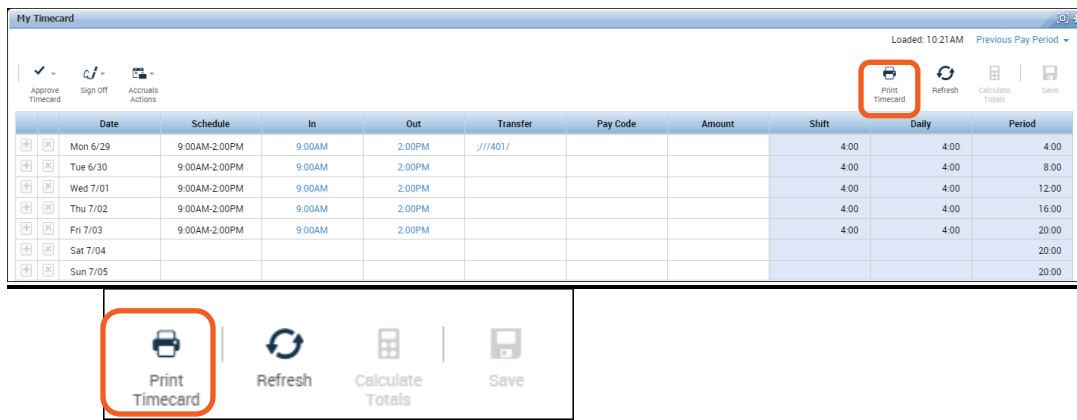
3. Click the down arrow at the bottom of your timecard

4. Click on Totals or Accruals

Totals	Accruals				
All	All				
Location		Job	Account	Pay Code	Amount

Printing Your Timesheet

Your timesheet will electronically be maintained in Payroll in accordance will applicable state and federal guidelines. You are not required to print a copy of your timesheet each pay period.

Approving Your Timesheet

Timesheet approvals are performed from the timecard screen.

1. Using the **Pay Period drop-down list**, navigate to the applicable approved time frame.
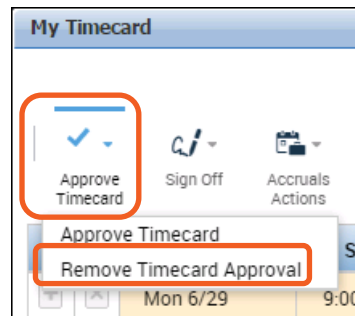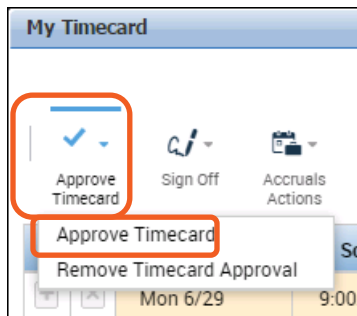

2. Click the **Approve Timecard** button

3. Select the **Approve Timecard from the drop-down** and verify that you timecard is approved by reviewing the **Timecard is Approved** notification. The background of the timecard will now be colored yellow.

Select **the Remove Timecard Approval**. The **Timecard Approval Removed By** notification will appear and the timecard will no longer have a yellow colored background. NOTE: If the timecard is green you will not be able to remove your timecard approval. You will need to contact your manager as they have already approved your timesheet.

Make the necessary adjustments to the timecard, **Save** and **approve** the timecard.

Signing Out
Signing out of the Kronos system will close your session, signals to the application that you no longer require access to any of its components, and prevents other people from accessing your information, Click **Sign Out**. You will be brought to the Kronos Log on page.


It is recommended that you always end your work session by clicking the Sign Out link. Clicking Close (x) without first logging off might leave your connection to the application open, allowing unauthorized people to view and edit information.

Managers Approving Timesheets

Timesheet approvals are required by 12:00 p.m. on the Monday following the end of the pay period. Please ensure that published deadlines for approval of time sheets are met. The deadlines are necessary for administrative processing time.

Once logged in, you will be brought to the **Reconcile and Approve Timecard** view for the **current pay period**. You will see a list of the employee timesheets that you are responsible for reviewing and approving each pay period.

NOTE: If you are approving the timecards after the pay period end date, please change to **Previous Pay** period in the drop down menu.
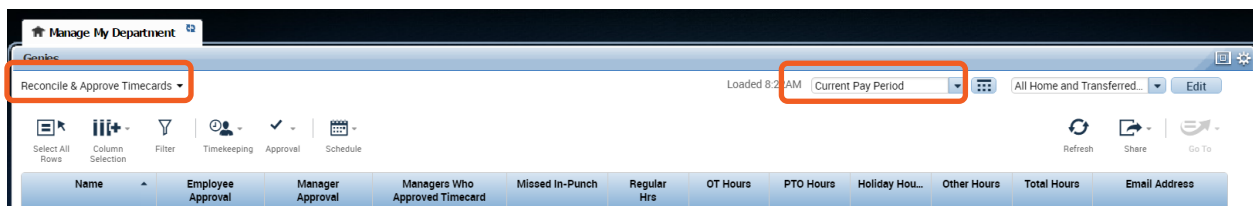

You may click on any column heading to sort by that column. Hint: It is helpful to sort by the employee approval column first to quickly verify that all employees have approved their timesheets. Those employees that have not approved their timesheets should be contacted.

Each pay period, please review all columns for accuracy:

- Employee Approval – A checkmark should appear next to each employee's name. If there is no check mark, this means the employee has not approved his/her time sheet. Please notify the employee to complete and approve his/her time sheet.

- Manager Approval – A number "1" will appear in the column once a manager/faculty member has approved a time sheet. Note: if an employee works for more than one manager/faculty member both managers/faculty members will be required to approve the timesheets and the number "2" will appear in the column. Note: Please ensure your name displays after approving the timesheet(s).

- Missed Punch – A check mark will appear in the column if an employee has not entered a time in/out on a given day. Please contact the employee to enter the missing time in/out.

- All Hour Columns – review various hour columns to ensure all hours are accounted for in that pay period.

Select an employee, and then use the **GoTo** Control function and click **Timecards** to access an individual **Employee Timecard**.
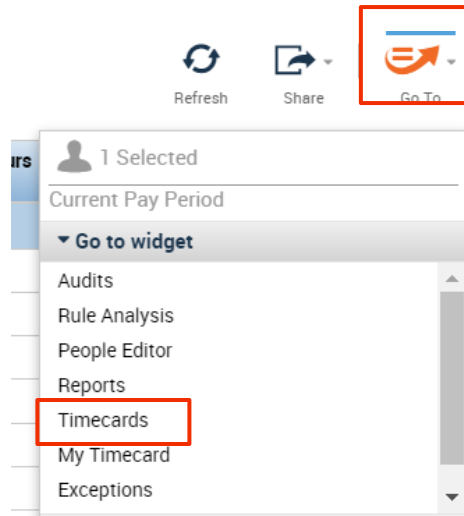
You are brought to the employee's Timecard view. Click on **Approve Timecard** for each employee.
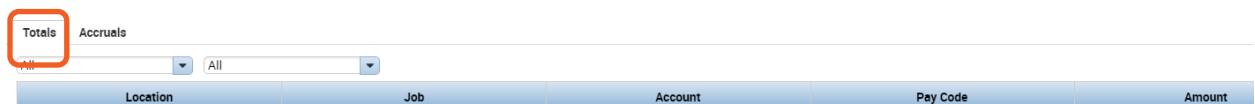
Viewing Total Hours and Accruals

1. Total hours, hours allocated by job and accruals such as PTO will appear at the bottom of the timecard.

2. Click the down arrow at the bottom of the timecard

3. Click on Totals or Accruals

You can also click **Select All Rows** and then click **Go To** then **Timecards**. First Employee will display. Review punches, daily totals, and pay period totals. Click **approve**, click **arrow** to move to next employee. Continue until all employees timecards have been reviewed and approved.
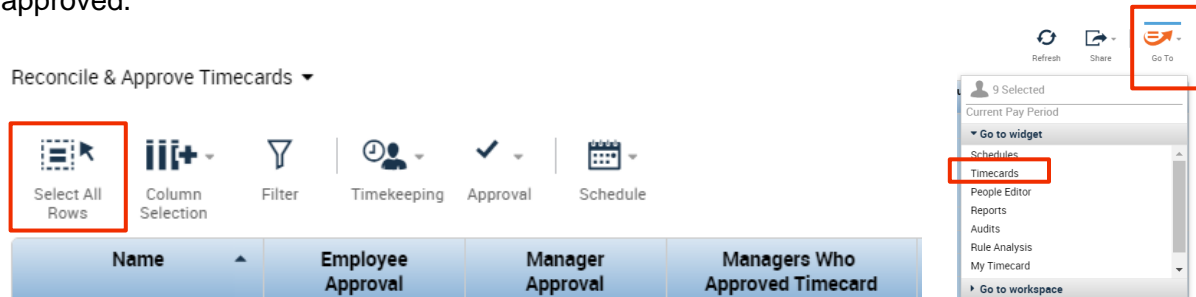
Once payroll has signed off timesheets, no further editing will be allowed. Should you need to make a correction after this time, please contact payroll at x6470 or payroll@mitchellhamline.edu.